Proportionate Communication Planner

For drafting a message once a client has chosen to raise something.

Date _____ To _____ Channel _____

The draft

Check the draft

Specific Events, dates and effects — not characterisations.	
Proportionate Matched to the seriousness of the issue and the channel.	
Owned "I" statements about effect; not speaking for others.	
Open Leaves room for the other party's account.	
Structural where possible Raises the gap in a system or process when the gap is the core problem.	
Recorded Sent by a channel that leaves a record, where appropriate and safe.	

Example. Not: *"You've been undermining me for months and everyone can see it."*
But: *"On 4 March, 18 March, and 2 April my work was read aloud in the team meeting in a way that felt mocking to me. I'd like to understand what's behind that, and I'd like it to stop. Could we talk this week?"*